

1998 Tau Beta Pi Convention - Meeting Room Assignments & Setup

All rooms at Holiday Inn unless otherwise noted

WEDNESDAY, OCTOBER 7

Throughout Convention

Headquarters room..... Room 151

TBP and Engineering Futures displays..... (4 tables)[by 4PM]

1:00 p.m. - 6:00 p.m.

Executive Council meeting..... (12; boardroom)

7:00 p.m. - 10:00 p.m.

National Officials Dinner (Optional)..... *Country Club*

Dr. Fowler,
Could you please pass 1 of these
meeting room assignments to Brian
and Heather. Thanks. The other one
is for you.
Thanks again
Tamara
See you soon.

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THURSDAY, OCTOBER 8

7:30 a.m. - 8:15 a.m.

National Officials breakfast..... Conference Rooms I, II, III (60; hollow square)
(coffee, juice, pastry set up in room)

8:15 a.m. - 2:15 p.m. (10:00 refresh)

National Officers meeting Conference Rooms I, II, III (50; hollow square)

10:00 a.m. - 11:45 a.m.

Engineering Futures meeting..... Conference Room IV (25; theatre)
(VCR/monitor/flipchart)

New District Directors training..... Sunflower (10; boardroom)
(overhead projector)

12:00 noon - 1:00 p.m.

National Officials lunch..... Regency B1 (60; rounds)
[District table cards]

1:00 p.m. - 2:45 p.m.

Interactive Chapter Exchange training Conference Rooms IV, V (60; theatre)
(flipchart)

3:00 p.m. - 4:00 p.m.

First Business Meeting..... Regency Ballroom (450; rounds)
(headtable for 12 (6 chairs), podium w/microphone
centered, 2 tables outside room; 3 microphones on
floor; 2 overhead projectors)

Engineering Futures session preparation.... Alcoves A & B, Rooms 317 & 349, Ping Pong area,
and Game Room (25; theatre) (VCR/monitor/flipchart)

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THURSDAY, OCTOBER 8

4:10 p.m. - 5:10 p.m.

Committee meetings	See below (40; theatre; table & 2 chairs at front)
Petitions	no room needed
Constitution and Bylaws	Conference Room V
Financial Affairs	Conference Room IV (overhead projector)
Awards	Konza & Sunflower
Rituals	Conference Room II (flipchart)
Convention Site	Conference Room III
Resolutions	Conference Room I
Standard of Excellence	Room 251
International Chapter	Room 217
Engineering Futures sessions	Alcoves A & B, Rooms 317 & 349, Ping Pong area, and Game Room (25; classroom; VCR/monitor/flipchart)

5:20 p.m. - 6:20 p.m.

District meetings

See below (theatre; table at front)

1..... Konza	6..... Ping Pong area	11 Preconvene area
2..... CR III	7..... CR II	12 Room 251
3..... CR IV	8..... CR I	13 Room 349
4..... Sunflower	9..... Alcove A	14 Game Room
5..... Room 317	10 Alcove B	15 CR V

Orientation for committee chairs..... Room 217 (20; boardroom)

6:30 p.m. - 7:50 p.m.

Welcoming Dinner (District grouping) Regency Ballroom (450; rounds)
(headtable for 12; podium w/ microphone centered)

8:00 p.m. - 10:30 p.m. (9:30 p.m. Refreshments for 375)

Committee meetings same rooms & setups
Engineering Futures sessions same rooms & setups

9:30 p.m. - 10:30 p.m.

Advisor/Alumnus chapter delegates Plum Tree (restaurant)

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FRIDAY, OCTOBER 9

8:30 a.m. - 10:30 a.m.

Second business meeting same room and setup
Engineering Futures meeting & training Alcoves A & B, Rooms 317 & 349

10:40 a.m. - 11:50 a.m.

District meetings same rooms & setups

12:00 noon- 1:20 p.m.

Luncheon (Committee grouping) Regency Ballroom (400; rounds)
(no seating at headtable; podium w/microphone; extra
table for awards; slide projector w/remote)

1:30 p.m. - 3:30 p.m. (3:30 p.m. Refreshments for 375)

Committee meetings same rooms & setups
Engineering Futures sessions same rooms & setups
Training for new District Directors Preconvene area

3:45 p.m. - 6:15 p.m.

Interactive Chapter Exchanges See below (40 each; theatre; flipchart)

A.. CR V	E .. CR IV	I.... Room 217	M Alcove A
B .. CR I	F... Sunflower	J... Room 251	N Alcove B
C.. CR II	G.. Konza	K.. Room 349	O Preconvene area
D.. CR III	H.. Game Room	L... Ping Pong area	

6:30 p.m. - 7:50 p.m.

Dinner (ICE grouping) Regency Ballroom (450; rounds)
(headtable for 12, podium w/microphone centered;
extra table for awards; slide projector w/remote)

8:00 p.m. - 9:30 p.m. (9:30 p.m. Refreshments for 375)

Committee meetings same rooms & setups
Engineering Futures meetings same rooms & setups
Training for new District Directors same rooms & setups

9:40 p.m. - 10:30 p.m.

Forum on Issues w/ Exec. Council Regency Ballroom (250; rounds)

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SATURDAY, OCTOBER 10

7:30 a.m. - 8:20 a.m.

Breakfast for '99 District-mtg hosts Conference Room V (45; rounds)

8:30 a.m. - 9:20 a.m.

District meetings..... same rooms & setups

9:30 a.m. - 12:00 noon (10:30 a.m. Refreshments for 375)

Third business meeting same room & setup
Eng'g Futures demos for Facilitators CR I, II, III (theatre)
(VCR/monitor/flipchart)

12:15 p.m. - 1:15 p.m.

Luncheon..... *Kansas State, Rathbone Hall*

1:30 p.m. - 2:30 p.m.

Model initiation..... *Kansas State University, Forum Hall*

2:30 p.m.

Group photograph *Kansas State University, East Stadium*

2:45 p.m. - 5:30 p.m.

EF Program Committee meeting..... Conference Room II (10; boardroom)
ICE Committee meeting..... Conference Room III (10; hollow square)

3:00 p.m. - 4:15 p.m.

Advisors Wrap-up..... Conference Room V (40; hollow square)

6:30 p.m. - 8:45 p.m. (6:00 - 6:20 p.m. Laureate selection Comm. & EC/EC-e meet in CR I)

Initiation & Awards Banquet..... Regency Ballroom(450; rounds)
(headtable for 24; podium w/microphone centered;
extra table for awards; slide projector & Wollensak)
[programs on table, 2-3 reserve tables]]

cc: J. Froula
Lisa Grigsby (Holiday Inn)
H. Rectanus/B. Budke